



Effective Business Writing Skills Workshop

Registration Form

About the Workshop

Business writing is not creative writing! Corporate individuals who either write or proofread written work must understand there is a big difference between old-fashioned business style (generally taught in schools) versus what is expected in modern business correspondence. Through this interactive workshop using a combination of lectures, exercises and group discussion, participants will pick up quick fact bites that are essential to office correspondence such as reports, emails and minutes.

Key Topics

- Essentials of effective business writing
- Old-fashioned vs modern business writing styles
- 4Cs of effective business writing
- Summary writing – 5Ws & 1H
- Controlling tone in writing
- Common grammatical errors
- Reports & proposals
- Replying to emails and letters
- Minutes of meeting

The Speaker – Caroline Josephine Dawson

Caroline has more than 17 years of experience as an editor of lifestyle and technical publications and 15 years teaching business management, environmental and soft skills communication. Her pragmatic real-world approach ensures that she understands and responds to the real pressures and issues faced by adult learners. She has maintained that experiential, innovative teaching methods and highly interactive curriculum are key motivational factors that enhance one's communication and personal development skills.

Who Should Attend Anyone who wants to improve his/her business writing style to communicate effectively with customers, vendors, business associates and co-workers

Date: 25 September 2024, Wednesday	Course Fees: \$398 per participant (Includes Handouts, Lunch & Refreshments)
Time: 9.00am to 5.00pm (Registration starts at 8.45am)	To register: Email your registration forms to us or register online.
Workshop Venue: Carlton Hotel 76 Bras Basah Road Singapore 189558	960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg
	Payment Details: Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop

Participant 1: Name:

Email: Designation:

Participant 2: Name:

Email: Designation:

Contact Person: (If different from above) Name:

Email: Designation:

Company Name:

Company Address:

UEN No: Tel: Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.